



# Weekly Report of Departmental Activities

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## Board of Elections

Canvass of the election was held on Friday, November 14<sup>th</sup> and staff has now completed processing voter history. We have begun the data entry and review of thousands of registrations and changes that have been received since the close of books in early October.

A recount was held on Thursday, November 20 for one of the Associate Justice NC Supreme Court races that was within 1% state-wide.

## Clerk to the Board

This has been a busy week as we prepare an agenda on a short time-frame. Agendas will be published on Monday, November 24.

On Tuesday, Commissioner Owens attended a meeting at the Social Services Department and attended a Farm City Tour at the Duke Energy Cliffside Steam Station.

On Wednesday, Commissioner Owens had a DSS Board meeting.

On Thursday, a breakfast was held for Commissioners and staff and other attendees at the Cooperative Extension Department. A groundbreaking for the Southeastern EMS was held on Thursday afternoon.

On Friday, Commissioners and staff attended the Thanksgiving luncheon at Transit.

## County Commissioners

**William Eckler**, *Chairman*  
**Eddie Holland**, *Vice Chairman*  
**Greg Lovelace**

**Julius Owens**  
**Roger Richard**

**Carl Classen**, *County Manager*  
**Hazel S. Haynes**, *Clerk to the Board*  
**Richard Williams**, *County Attorney*

## County Manager

The County Manager held his weekly meetings with the department heads for Finance, Solid Waste, Planning and Public Works and the County Attorney.

On Tuesday, he attended the Farm City Celebration Tour and Lunch in Cliffside, participated in two conference calls, met with Solid Waste staff from Polk and Rutherford County, and participated in the interview process for the Library Director vacancy.

Wednesday included meetings with the Building Inspections staff, Clerk, Human Resources, Social Services and a team from NCDENR and ICC. The end of the day included a final interview for the Library Director.

The County Manager was invited to attend the Cooperative Extension Celebration on Thursday. He met with the Town Managers of Rutherford County and, later in the day, he attended the groundbreaking of the South-eastern EMS Station.

Friday maintained the week's busy schedule with interdepartmental meetings, a conference call meeting with County Agriculture Extension staff and members of the Ag Innovation Project, attendance at the Transit Advisory Board, conference calls and interoffice meetings.

## Cooperative Extension

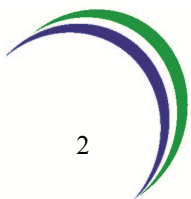
The Family and Consumer Sciences staff attended a Child Care Quality committee meeting; attended the Farm City Tour; taught Positive Guidance & Discipline to HeadStart parents; attended the monthly meeting of the Extension & Community Association; participated in Extension's Report to the People; and facilitated the Grandparent Raising Grandchildren support group.

The 4-H Youth Development staff and 4-H County Council met on November 10 at the Extension Office. They discussed our annual Achievement Awards program, renewed the Adopt-a-Highway project, and made some tentative plans for 2015.

The former 4-H Poultry Club met. The members (ages 8-12) of the club determined their focus for next year. After a brainstorming session, they voted to focus on Foods next year (cooking, nutrition, food art, food safety, etc.).

The Extension staff attended the Farm City event held at Duke Power on Tuesday.

On Thursday, they hosted their Advisory Council and Commissioners' at a breakfast to celebrate Cooperative Extension's Centennial and successes in 2014.



## **Economic Development**

The Executive Director attended a regional economic development forum hosted by Polk County at the Tryon International Equestrian Center; continued work on contract documents for the Gateway West Commerce Park site development project; participated in a weekly economic development update with the County Manager; continued preparing information in response to a recent prospect visit; received and prepared responses for RFI's from the EDPNC and Duke Energy; participated in the monthly EDC Board Meeting; participated in the monthly Rutherford County Chamber of Commerce Board Meeting; and served as a panelist to discuss economic development at the Z. Smith Reynolds Foundation event at the Foundation Performing Arts & Conference Center.

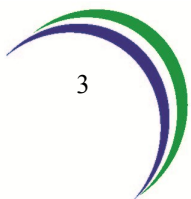
The Project Administrator completed a request for Rutherford Hospital Legacy Foundation to provide research and information on Healthy Together NC / Prevention Partners; conducted three existing industry visits and fulfilled additional information requests for three other companies; scheduled four upcoming existing industry visits; wrote media release to share details about South Carolina Inland Port visit with an existing industry; facilitated Business Advancement Team monthly meeting – 14 participants who share relevant information about programs and resources to assist existing industry in Rutherford County and the region; met with a prospect to discuss and review project information; and provided demographic data research for an RFI.

The Economic Development Assistant prepared a Building Reuse payout request for reimbursement of eligible expenses; prepared the department's payroll; provided research in response to an RFI; prepared a Duke Energy Carolina Investment Fund payment; and attended and transcribed the EDC Board meeting.

The Part-Time Economic Development Assistant entered further NC Broadband lack of service surveys received from local schools and the senior center; created data sheets for new requests; and continued to work to update existing data sheets to the new format.

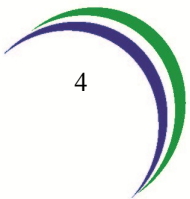
## **Finance**

The Director and Assistant Director attended several interdepartmental meetings. Finance and Human Resources staff attended a webinar on the Affordable Care Act Thursday. The Assistant Director attended a webinar for a Department of Justice Grant the County recently received. The Finance Office Staff continues to work closely with the external auditors who are now onsite. The Finance Office is working very closely with DSS now that Crisis and LIEAP Programs have opened. The Finance Office has processed accounts payable this week and has begun to work on payroll for next week.



## Human Resources

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new hires Nicole Morse (DSS), Eric Johnson (p/t Detention), Natalie Rathe (p/t EMS), Renee Ruff (p/t EMS), David Young (EMS), Lisa Crisp (EMS), Kayla Traver (Senior Center), Jackie Street (p/t EMS), Doug Davies (p/t EMS), Kevin Brown (p/t EMS), Chris St. Clair (p/t EMS), Taylor Sullivan (p/t EMS), Jessica Montgomery (p/t EMS), Rachel Lewis (EMS), Eric Miller (EMS), and Katelyn Rumfelt (DSS). Employees who have left the service of Rutherford County are Crystal Seebode (Detention), Amy Dalton (EMS), Jason Matheny (EMS), Miriam Bearden (TDA), Chris Roach (Airport), Mike Messer (Sheriff), Lindsey Rhinehardt (DSS), and Donna Cobb (Library). The Director along with Carl Classen, Robin Lattimore and Mary Sandra Costner conducted interviews for the Library Director position. The HR staff completed payroll for both regular and longevity pay. The Director met with several department heads, attended the breakfast at Cooperative Extension, attended the ACA webinar in-which the County hosted. Representatives from the Town of Forest City, Town of Rutherfordton, Town of Lake Lure, and IPDC also attended. The Aflac duck came by to see County employees. Current job openings are Library Assistant, Transit Van Driver, Lead Airport Service Specialist. View county website to apply.





## Library

### **From the Director**

Martha completed her work on employee evaluations, met with the CMC Consortium, presented a Thanksgiving program for Life Services Center and met with the architect regarding the Southeastern Library in Henrietta. She also attended the groundbreaking for the new EMS in Henrietta.

### **From the Children's Librarian**

There's been a special guest all week at the Library Story Times. In keeping with the series of learning about our bodies, Ms. Tracie Crowder with the Healthy Smiles organization has been coming to each location to do a puppet show on taking care of our teeth. We'll be taking a break from our theme next week to talk about Thanksgiving.

### **From Library IT**

A new software feature went live this week - online holds! Patrons now have the ability to place holds on items directly through the library's online catalog. This feature is in addition to the other account management functions patrons already have access to: renewing books, creating lists, and updating contact information. On Wednesday, Kenneth gave a presentation to the Historical Society Book Club demonstrating to those present how to place their own holds and manage other account options through the library's online catalog. Also this week, April, Kenneth, and Stephanie were notified that a technology grant they applied for from the State Library was approved. Library staff are in the early stages of planning a series of technology course offerings (using email, Microsoft Word, online privacy, etc) and grant funds will be used to purchase the necessary equipment and supplies.

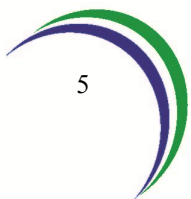
### **From the Reference Desk**

Rutherford County Library received a check for \$500 this week from the *Civil War 150* grant provided by the Gilder Lehrman Institute of American History and The Library of America. This money is to be used for programming about the Civil War period of US history. Two programs will be presented at the Rutherford County Library in early 2015.

Rutherford County Library now has the following tax forms available for pickup in the lobby: W-2, W-3, 1096, and 1099 MISC.

### **From the Mountains Branch**

Mountains Branch received the delivery of the new DVD shelving this week. Maintenance came and took a look at them and have decided they can install the new shelving after Thanksgiving! On another note, we were notified on Wednesday the County Library System will be receiving a new Technology grant from the State Library. We will use the grant to start providing off-site computer/tablet classes in the new year ranging from learning basic computer skills and online shopping to spreadsheets and resumes.

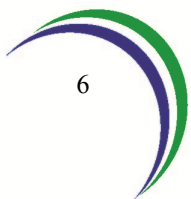


## **Public Works and Planning**

The garage worked an extremely busy week to keep vehicles in great running condition. In fact, this week we completed numerous automotive repairs, tire service calls, preventative maintenance repairs, along with several N.C. vehicle safety inspections. Maintenance crews have been very busy completing trackit work orders and annual preventative maintenance tasks in preparation for the winter season, along with routine maintenance on our equipment and mowers. Planning and projects is working with the State's energy conversation team consider possible performance contracting projects jointly with the schools and ICC. Meanwhile, we continue working with the architect and general contractors for the Southeastern EMS station. The architect continues working on the Southeastern Library construction documents and will open bids in January and present the bid tab to Commissioners during their February business meeting. Additionally, close monitoring and oversight continues for the development of Greyrock and Queens Gap, along with the planning board and the Vista at Bills Mountain Phase 4 subdivision. The Rail Trail Advisory Committee continues working together and is scheduled to meet next week. Lastly, we continue to coordinate with EDC and NCDOT regarding cleaning up a fill site along Henson Road, in addition to closing out several grants and exploring new grant opportunities.

## **Revenue**

The Revenue Department completed 4908 motor vehicle renewals and handled 37 VTS assists. The office answered 654 phone calls and assisted 246 customers. We answered 4 Data Requests. Appraisers completed 318 field reviews and 109 permits. A total of 61 newly recorded documents were printed. Transfers consisted of 61 straits, 4 estates, 32 new accounts, 4 merges, 7 splits, and 4 acreage adjustments. GIS created 9 new maps. The GIS website had 152,759 hits and 108,217 successful searches. E911 addressing assigned 12 new addresses, and updated 133 addresses with new owner information. Part time maintenance workers completed maintenance on 10 road signs. 1 informal appeal was received. The PUV program mailed 5 letters, and assisted 8 program members. Staff processed 3 exclusions/deferments, 13 releases and 30 discoveries. Collection enforcement consisted of 13 bank attachments, 150 bank drafts, 1 prepay, 6 overpayments, and 3 notice letters. Staff processed 628 items mailed in, 6 bankruptcy issues, and 84 bankruptcy payments. In person taxpayers at the counter brought in 343 tax payments. 19 new deeds were certified for recording purposes.



## Senior Center

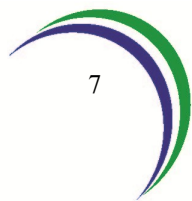
The Senior Center hosted the monthly blood pressure clinic on Monday. Representatives from Carolina Home Care conducted the Senior Center's monthly blood pressure checks. 46 clients took advantage of this service. The Center keeps blood pressure history cards on file and referrals are made when necessary. The Recipe Club also met on Monday to begin planning their Thanksgiving menu and sharing their favorite side dish recipes with the group. On Tuesday, the seniors had craft time and made a braided paper bag wreath for the holidays. The Director and two staff members attended Senior Center Recertification Training on Wednesday. Our Senior Center will be recertified in June 2015. A group of seniors went to a "Meet & Eat" at the Mayflower Seafood Restaurant in Forest City on Thursday evening. Lastly, on Friday our Book Club met to discuss the books they are currently reading. This club meets monthly on the 3<sup>rd</sup> Friday and seniors can join at any time.

## Upcoming Events

The Medicare Annual Open Enrollment Period continues through December 7, and SHIP, the Seniors' Health Insurance Information Program, can help Medicare beneficiaries compare plans. The Senior Center has SHIP counselors that are available to help. Call for an appointment to talk with our trained SHIP counselors. The main number is 287-6409.

## Soil and Water

The Admin/Education Specialist attended the Farm City Tour at Duke Energy Cliffside Plant, worked on the Farm City Poster judging for 4<sup>th</sup> grade students, worked on OELC grant paperwork and participated in a District Webinar. The Ag. Cost Share Technician attended the regional NRCS meetings in Morganton and worked with learning new conservation software.



## Solid Waste

The Solid Waste Management Facility served 316 customers, hauled 53 loads from convenience centers, shipped 30 loads to Lenoir, sent out two recycling trailers to Conover and had 17 tire customers. The Director attended the weekly solid waste meeting with the County Manager, a budget review meeting with the Deputy Finance Director and attended a Solid Waste Operations meeting with the Rutherford and Polk County Commissioners. Staff have been very busy performing daily job duties despite the cold weather conditions. Staff continue to work on RFP's for the waste hauling and disposal contracts. Rutherford Heating and Air has installed the new heaters for the shop. Also, Frank Chyz has been working with the Airport staff on recycling. The recycling of milk cartons at Forest City Dunbar is going well.

The Solid Waste Code Enforcement Officer report is as follows:

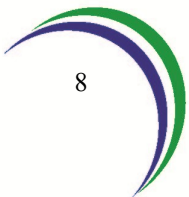
Active cases 8  
Closed cases 3  
Letters written 0  
Pictures taken yes  
Community service workers 6  
Community service reports 1

Please continue to remember solid waste employees Tommy Kimbrell and Hugh Ingram during their time of sickness.

## Transportation Services

EMS personnel responded to 157 emergency calls and 57 convalescent calls. Monthly meetings were held with each of the shift crews. The highlight this week was the groundbreaking ceremony for the new EMS Southeast Station. Stuff the Ambulance toy drive will begin collections at Walmart starting November 28<sup>th</sup>. EMS will be participating in the following parades: Forest City, Spindale, Rutherfordton and Ellenboro.

Transit drove 10,388 miles, completed 1,164 local trips and 92 out of county trips, transported 246 unduplicated passengers and collected \$15,619 in revenue. Staff met with a consultant to begin drafting a five year strategic plan. This process is being paid 90% through NCDOT. The monthly safety meeting was also held and driver Don Campbell was selected as the Employee of the Month.





## **Tourism Development Authority**

The TDA continued with its Holiday media pitches and Twitter scheduling for fall events.

TDA has determined spending should shift from PR to Equestrian marketing, including Prize Book ad strategy and design.

Currently, the Web updating is on hold until we know equestrian next steps.

Work began on the consumer email blast.

RCTDA Wayfinding Master Plan maps underwent editing.

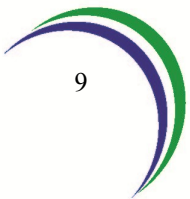
The TDA held a Board Meeting on the 13<sup>th</sup> of the month, and many meetings both via telephone, and in person were conducted around the county.

At the Welcome Center, a new horse feature was installed to represent the Equestrian presence in our community.

## **Veteran Services**

Veteran Services had 89 mail-ins, 128 facsimiles, 103 mail-outs, 108 telephone calls and 193 veteran contacts.

Please come by and donate to Toys for Tots. The box is out.





# STUFF THE AMBULANCE TOY Drive

**Walmart** 

**Nov. 28 - Dec. 14**

**Fridays: 4-8 PM**  **Saturdays: 9 AM-5 PM**

**Sundays: 12-5 PM**



**RUTHERFORD COUNTY**  
Emergency Medical Services  
Department of Social Services

Hickory Nut Gorge  
EMS & Rescue

Rutherford County  
Rescue Crew

### Christmas Shuttle

The shuttle is in cooperation with the Chamber and local merchant associations. It will transport passengers to downtown Rutherfordton, Spindale and Forest City to promote *Buy Local for Christmas*. It will also run after the Rutherfordton and Spindale parades to encourage citizen to ride the shuttle to go eat dinner and enjoy the Christmas lights in each of the towns. Posters will be in all department boxes next week. Please hang the poster where citizens can see it.



**GET ON BOARD.** Christmas Buses will run all day with stops every **15 minutes** in designated areas for passengers to ride for **FREE** to each downtown in Rutherfordton, Spindale and Forest City to shop locally without the hassle of parking. Plus along the way, receive coupons for stores in each of the towns.

Shuttle service will stop briefly during the Spindale and Rutherfordton parades but will resume immediately after the parades for the **LIGHTS & DINING** shuttle service.

**BUS STOP LOCATIONS:**

Rutherfordton: Main Street Park  
Spindale: Hickory Log BBQ and the Spindale House  
Forest City: The Brew House and Santa's House

**Sit back- Relax & enjoy the ride**

THIS SERVICE IS BEING BROUGHT TO YOU BY:  
Rutherford County Transit, Rutherford County Chamber of Commerce  
and the Merchants Associations in Rutherfordton, Spindale and Forest City

